

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 6 PAGES	
1. REQUEST NO. Amendment 1		2. DATE ISSUED 4-11-00		3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5a. ISSUED BY USDA, APHIS, MRP Business Services Butler Square, 5th Floor, 100 N. 6th St, Mpls MN 55403				6. DELIVER BY (Date)		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				7. DELIVERY		
NAME Robert J. Crowther		TELEPHONE NUMBER AREA CODE 612 NUMBER 370-2115		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO:				9. DESTINATION		
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE USDA, APHIS, PPQ, PIM		
c. STREET ADDRESS				b. STREET ADDRESS 4700 River Rd, Unit 140, Suite 4C03		
d. CITY				c. CITY Riverdale, MD 20737		
e. STATE		f. ZIP CODE		d. STATE e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) April 24, 2000			IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The "request for quotations (RFQ)" 52-M-APHIS-00 issued April 7, 2000, is amended as follows: 1. Delete all references to Belize and Costa Rica. 2. There are now 32 Country Commodity Combinations.					
Except as provided herein, all terms and conditions of the aforementioned RFQ remain unchanged and in full force and effect.						
12. DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations			are are not attached.			
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER				16. SIGNER		b. TELEPHONE AREA CODE
b. STREET ADDRESS						
c. COUNTY				a. NAME (Type or print)		NUMBER
d. CITY				c. TITLE (Type or print)		
e. STATE		f. ZIP CODE				

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**PERFORMANCE WORK STATEMENT
(Hurricane Mitch Economic Initiative)**

I. BACKGROUND

The Minister of Agriculture of Honduras, Mr. Guillermo Alvarado, had requested the personal assistance from the Secretary of the U.S. Department of Agriculture (USDA), the Honorable Daniel Glickman, for assistance in rebuilding Honduras fragile economy and infrastructure damaged by hurricane Mitch. Secretary Glickman gave assurances to the Government of Honduras that USDA will assist in every way possible in rebuilding their economic infrastructure in the wake of hurricane Mitch. Risk assessments must be conducted for each of the products on their export list. Honduras is requesting emergency priority to expedite completion of risk assessments for their products. However, APHIS is not able to divert resources to this emergency. APHIS is, therefore, seeking outside resources to meet this emergency need. The requirements of the contract are listed below.

II. SCOPE OF WORK

To conduct timely qualitative risk assessments on designated fruits and vegetables (including herbs) from Honduras and three (3) other Central American countries (Honduras, El Salvador, Guatemala, and Nicaragua) that were affected by Hurricane Mitch. Simplified Acquisition Procedures will be followed in accordance with the provisions of Federal Acquisition Regulation (FAR), Part 13.

III. PERFORMANCE REQUIREMENTS

The Contractor shall furnish all personnel, office space, computer software's and peripherals, equipment, supplies, tools, materials, and/or supervision necessary to provide timely completion of qualitative risk assessments on designated fruits and vegetables (including herbs) from Honduras and 3 other Central American countries that were affected by Hurricane Mitch in accordance with this "performance work statement (PWS)". The service shall include all costs associated with the performance of this contract, including but not limited to, labor, supervision, administrative, travel, and other services that may be necessary during the performance of this contract.

The risk assessments must meet APHIS standards which conform to standards of the International and regional communities for APHIS to accept the risk assessments. There shall be no deviations from APHIS standards. The risk assessment shall be conducted in conformance with the *Guidelines for Pathway-initiated Risk Assessment, Version 5.0 (Attachment I)*. Three Stages of pest risk analysis are mentioned in the aforementioned documents. **The Contractor will be responsible for Stage 1 (Initiating the process) and Stage 2 (Assessing pest risk).**

There are a total of thirty-two (32) commodity/country risk assessment possibilities. The Contractor shall perform 12 separate risk assessments for each of the commodities identified below. The 12 risk assessments shall include data on all countries identified for a specific commodity. However, the priority for this project is the completion of the 10 risk assessments for the commodities affecting Honduras. Therefore, the project will be a "work in progress", and performed in two phases. Phase 1 will consist of completion of risk assessments for the 10 commodities identified for Honduras as soon as possible, but no later than October 31, 2000. Phase 2 will be the completion of the 10 risk assessments (started in Phase 1 for Honduras) to include the other countries identified for those commodities, plus completion of risk assessments for the remaining 2 commodities, for the countries identified for those commodities. Phase 2 shall be completed as soon as possible, but no later than December 31, 2000. An incentive bonus may be earned for early completion of the risk assessments at the quality level specified herein. Refer to the "Delivery Requirements" and "Contractor Performance Standards" sections of this PWS for additional information.

Each risk assessment shall be composed so that the relevant information, data, and analysis for each country (including Honduras) will be readily apparent when Stage 3 is conducted by APHIS/Plant Protection and Quarantine (PPQ) personnel. The risk assessments shall include photocopies of all references cited. Any references in foreign languages shall be translated to English by the Contractor.

The Contractor shall arrange for peer review(s) of the risk assessments prior submitting the risk assessments to the Contracting Officer's Representative (COR) for review and approval. The Contractor shall conduct as many peer reviews as necessary to ensure the risk assessments meet APHIS/PPQ standards. **Attachment 2** lists peer review performance standards. The Contractor shall list their name(s), titles, addresses, and their contact method (s) such as telephone and fax numbers, and e-mail addresses in paragraph "D" of the risk assessment document. The same information listed for peer reviewers shall be included for others that contributed their efforts to develop the risk assessments.

The Contractor shall provide a "peer reviewed" draft of each pest risk assessment to the COR for review and comment by APHIS/PPQ reviewers'. All draft and final versions of risk assessments completed by the Contractor shall be delivered electronically in WordPerfect format, in hard copy, and on 3-1/2 inch diskettes. A separate diskette is required for each risk assessment. The COR will provide written/electronic comments from the APHIS/PPQ reviewers' to the Contractor within 14 working days of receipt of the draft risk assessments. The Contractor shall incorporate the APHIS/PPQ reviewers' comments and send a final document to the COR, within 14 working days for a second, and final, review by APHIS/PPQ reviewers'. The COR will provide written/ electronic comments from the reviewers' to the Contractor within 14 working days thereafter. After the risk assessments are accepted by APHIS/PPQ, the Contractor will be considered as having completed the terms of the contract.

Attachment 3 - is provide for information only as an example of a risk assessment completed using the Version 5.0 Guidelines in Attachment 1. It is entitled, Importation of Grapes, *Vitis* spp., from Korea into the United States - A Qualitative, Pathway - Initiated Pest Risk Assessment.

IV. COMMODITY/COUNTRY COMBINATIONS

COMMODITY	PLANT PART	COUNTRY
1. Mint (<i>Mentha</i> spp)	leaves	El Salvador & Honduras
2. German chamomile (<i>Matricaria chamomilla</i>)	leaves	**4 countries
3. Basil (<i>Ocimum basidium</i>)	leaves	Honduras
4. Fennel (<i>Foeniculum vulgare</i>)	leaves	**4 countries
5. Long bean (<i>Vigna unguiculata</i> ssp. <i>sesquipedalis</i>)	fruit	Nicaragua
6. Lorocco (<i>Fernaldia</i> spp.)	leaves	**4 countries

7. Oregano (<i>Origanum</i> spp.)	leaves & stems	El Salvador & Honduras
8. Parsley (<i>Petroselinum crispum</i>)	leaves	El Salvador & Honduras
9. Rosemary (<i>Rosmarinus officinalis</i>)	leaves	El Salvador & Guatemala
10. Sage (<i>Salvia officinalis</i>)	leaves	El Salvador, Honduras, & Nicaragua
11. Waterlily (lotus) (<i>Nelumbo nucifera</i>)	# root	**4 countries
12. Yam bean (jicama) (<i>Pachyrhizus</i> spp.)	# root	El Salvador, Honduras & Nicaragua

Notes:

**4 countries: El Salvador, Guatemala, Honduras, & Nicaragua.

Imported for consumption, and not for planting. In compliance with CFR319.56(2)a.

V. DELIVERY REQUIREMENTS

The COR will furnish to the contractor pest interception and import history information within 5 days after notice of award. The COR will coordinate affected States and industry review of the risk assessments, if necessary. Completion of the risk assessments applicable to Honduras (10 commodities) are required no later than October 31, 2000. Completion of all 12 risk assessments, for all 4 countries, including Honduras, are required as soon as possible, but no later than December 31, 2000. The final version of the 12 risk assessments shall include each of the 4 countries, including Honduras. The Contractor may earn an incentive bonus for early delivery as outlined below in the "Contractor Performance Standards" section of this PWS.

VI. CONTRACTOR PERFORMANCE STANDARDS

Contractor performance will be monitored throughout the effective period of the contract. The Contractor will be measured based on the following criteria:

PERFORMANCE ELEMENT	PERFORMANCE STANDARD	MAXIMUM ERROR RATE	METHOD OF SURVEILLANCE
Conform to APHIS Standards and the Standards of the International and	Same as Performance Element	0%	COR Review Of Draft/ Final Of 12 Qualitative Pest Risk Assessments

RFQ 52-M-APHIS-00, Amendment 1**April 11,2000**

Regional Communities.
(Attachment I).

Timely Completion Of 10 Qualitative Pest Risk Assessments For The Commodities Identified <u>For Honduras</u> .	Completion of Risk Must Be Accepted by USDA prior to October 31, 2000.	Refer to Incentive Schedule	Monitoring of Progress Reports/APHIS PPQ Acceptance of Qualitative Pest Risk Assessment.
Timely Completion Of <u>All 12</u> Qualitative Pest Risk Assessments , For Each of the 4 Countries, Including Honduras.	<u>All 12</u> Qualitative Pest Risk Assessment Completed By December 31, 2000.	Refer to Incentive Schedule	Government COR Monitoring of Progress Reports/ APHIS, PPQ review Of Draft/Final of 12 Qualitative Pest Risk Assessments.

INCENTIVE SCHEDULE:

Completion/Acceptance Of 10 Qualitative Pest Risk Assessments For the Commodities Identified <u>For Honduras</u> by October 1, 2000.	Contract Rate Plus 10% Incentive Fee
Completion/Acceptance Of Qualitative Pest Risk Assessments For the Commodities Identified <u>For Honduras</u> by October 15, 2000.	Contract Rate Plus 8% Incentive Fee
Completion/Acceptance Of Qualitative Pest Risk Assessments For the Commodities Identified <u>For Honduras</u> by October 31, 2000.	Contract Rate Plus 5% Incentive Fee
Completion/Acceptance Of <u>All 12</u> Qualitative Pest Risk Assessments by October 31, 2000, For All Countries, Including Honduras.	Contract Rate Plus 10% Incentive Fee.
Completion/Acceptance Of <u>All 12</u> Qualitative Pest Risk Assessments between November 1, 2000, and December 31, 2000, For All Countries, Including Honduras.	Contract Rate

VII. PROGRESS REPORTS

The Contractor shall provide a monthly progress report to the Contracting Officer, and the COR by the 5th of each month until all risk assessments are completed in accordance with this PWS. Progress reports shall be provided in hard copy and in WordPerfect format on 3-1/2 inch diskettes.

VIII. CONTRACTOR QUALIFICATION REQUIREMENTS

Minimum Skills and Experience:

1. Contractor personnel conducting risk assessments must have a minimum of a Bachelor's degree in entomology or plant pathology. Other skills in acarology, nematology, malacology, biology, and virology are desirable. Helpful course work includes ecology, botany, statistics, report writing, geography, and economics.
2. Contractor personnel shall have a minimum of five years of State/Federal plant regulatory experience at port, domestic, and/or foreign locations. Other experiences, such as employment in an extension service providing pest management recommendations is helpful.

IX. PREPARATION OF OFFERS

Offeror's shall prepare an original and 3 copies of a technical proposal, and an original and 1 copy of the business proposal. The technical proposal shall include a "detailed work plan (DWP)" explaining how they would organize and perform the requirements of this PWS should the offeror receive the contract award. The DWP shall identify proposed major activities and target dates (timeline) for completion of each pest risk assessment, and provide evidence that the personnel designated to work on this project have the minimum skills and experienced required by this PWS. The business proposal shall include a cost breakdown outlining the costs associated with the performance of this contract, including general and administrative expense and profit.

X. EVALUATION FACTORS FOR AWARD

The Government will make award to the offeror whose offer conforms to solicitation requirements and represents the "best value" to the Government, technical quality, cost or price, and other price related factors considered. For this RFQ, the combined weight of technical factors are of equal to cost or price, and other price related factors. Therefore, award may be made to other than the lowest priced responsible offeror. Technical quality will be determined by the background, education, and experience of key personnel designated by the offeror to work on this project.